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8 June 1984

1. **ODP Guest Speaker** [   ]

[   ] introduced [   ] Office of Data   25X1
Processing, as the featured guest speaker for the expanded
staff meeting. [   ] who is Chief of the Information   25X1
Services Division, Consulting and Assistance Group,
provided an excellent, informative briefing regarding
computer awareness with an emphasis upon the utility of the
ODP Electronic Mail Facility (AIM) and the Wang Alliance
interface with the Delta Data/VM system. [   ] closed   25X1
his briefing with laudatory comments for the role that a
number of Office of Security components played in
implementing and facilitating the secure operation of ODP
computer systems within the Agency. [   ]   25X1

2. **Expanded Staff Meeting in GA-13 Auditorium**

[   ] began the expanded staff meeting by noting the   25X1
recent renovations of the GA-13 auditorium which include
wallpaper touches, acoustic ceiling, and improved
audiovisual capabilities. It was also noted that the
renovations will convey a more pleasing image to the new
EOD's who are regularly briefed in GA-13. He expressed
appreciation for the tasteful and functional renovations
that were jointly implemented through the efforts of the
Security Education Group and the Office of Security
Logistics Staff. [   ]   25X1

3. **DDA and DDCI Comments Regarding Ground-breaking Ceremony**

In connection with Office of Security support during the
recent ground-breaking ceremonies for the new Headquarters
building, [   ] cited portions of a letter from the   25X1
Deputy Director for Administration which contained highly
complimentary words for the Office as a whole and singled

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out many individuals for their efforts. _____   25X1
noted the individual efforts of _____
_____ for their roles in
making the ceremonies an unqualified success. _____   25X1
also cited a letter from the DCI to the DDA which conveyed
similar words of praise for the DDA regarding the
ceremonies. _____   25X1

4. <u>Security Protective Officer Orientation Course</u>

    _____ reported that the first running of the   25X1
one-week Security Protective Officer Orientation Course
will commence on 11 June 1984. At the same time, Chief,
Physical Security Division and Chief, Headquarters Security
Branch, will visit Lawrence Livermore Labs in Livermore,
California, to evaluate their guard training program in an
effort to develop a well-rounded training program for the
Security Protective Officers. _____   25X1

5. <u>Spring Field Office Conferences</u>

    The spring Field Office Conferences are progressing
satisfactorily; _____ recently visited the field
offices at _____ and will conclude the   25X1
spring round of conferences with a visit to _____   25X1
13-15 June 1984. _____ said that the conferences
provided an excellent forum to exchange news and views with   25X1
field office personnel. As a result of the conferences,
the concept of providing standardized training for
Confidential Correspondents was offered and will be given
serious consideration. _____ also advised that the   25X1
Resident Agents appreciated Headquarters information and
feedback, and noted that the morale of Resident Agents and
field office personnel appeared to be high. _____

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